

PROPOSED PROJECT BID SCHEDULE
(based on 7-Day Calendar / No Holidays)

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Enter bid date in cell A2, then spreadsheet will calculate all other dates for you. This is based on a TUESDAY bid opening day. Will need to tweak dates if bid opening is not planned for a TUESDAY.

Blue highlight = task by Support Staff

Yellow highlight = task by Project Engineer.

Bid Date
8/13/2013

Time

DAY	-2	Prepare Project Bid Schedule - give copy to supervisor and support staff.
Wed, Jun 26, 2013		Give support staff "Project Bid Information Form," bid proposal and checklist for Section 11 specifications needed. This should include proposal and specs from other departments.

DAY	5	Forward spec book to supervisor for review.
Wed, Jul 03, 2013		

DAY	7	Final revisions to support staff on spec book.
Fri, Jul 05, 2013		

DAY	11	Final plans revised, sealed, and forwarded to printers for copying.
Tue, Jul 09, 2013		

DAY	20	Send plans to TDLR within 5 days of seal. See TDLR procedures.
Thu, Jul 18, 2013		Plans and specs complete, all copies in map room by 5:00 p.m.

DAY	21	Notice to Bidders mailed.
Fri, Jul 19, 2013		Pre-bid Meeting Notice sent out.
		Advertise (newspaper ad deadline is Thursday, 8:00 a.m.)

DAY	32	Pre-Bid Meeting (schedule meeting after lunch -reserve both large and small conference rooms – 2 hrs).
Tue, Jul 30, 2013		Prepare draft of Staff Report for contract award (Remember to use template report as a "go-by").
Time -		

DAY	38	Set date and determine location for Public Meeting (meeting actually held on day 94± - see Public Information Meeting procedures . You must verify the date/time with Council assistants prior to scheduling the meeting.)
Mon, Aug 05, 2013		

DAY	42	Submit request to Water/GIS for address list for Public Meeting.
Fri, Aug 09, 2013		Prepare Project Summary for mailouts.

DAY	46	Bid Opening (schedule in afternoon - reserve conference room – 30 min.).
Tue, Aug 13, 2013		(For larger projects, try to avoid TxDOT bid letting dates; typically the 1 st Tues & Wed of the month & days around major holidays).

Time -		Give support staff spec books to prepare bid tab.
DAY	47	Complete Staff Report with low bidder information. Give low bidder information and copy of bid tab to support staff to have contracts prepared. (All funding must be in accounts prior to posting Staff Report in Draft Folder. Coordinate available funding with your supervisor)
Wed, Aug 14, 2013		Prepare draft of POE spreadsheet.
DAY	53	Staff Report due in "Draft" Folder by noon. Email support staff informing them that Staff Report has been placed in folder.
Tue, Aug 20, 2013		(Schedule may change due to holidays).
DAY	55	Support Staff send three copies of contract to contractor
Thu, Aug 22, 2013		Contractor should execute and return contracts before Council meeting date.
DAY	63	Coordinate with Traffic Operations to prepare signs for Public Meeting.
Fri, Aug 30, 2013		
DAY	70	Address list to support staff for Public Meeting notices.
Fri, Sep 06, 2013		
DAY	73	Contracts due back from contractor. Review and give to support staff.
Mon, Sep 09, 2013		
DAY	74	Council Meeting to award contract. VERIFY THAT COUNCIL IS ACTUALLY MEETING ON THIS DATE. You may need to adjust this schedule to correspond with Council meeting dates.
Tue, Sep 10, 2013		
DAY	76	Get Minute Order No. (from City Secretary).
Thu, Sep 12, 2013		Download POE to e-Builder.
		Support Staff send memo by email to Council/Mayor notifying them of Public Meeting.
		Mail notices for Public Meeting.
		Email Bridgett White notification for neighborhood network
		Coordinate with Support Staff to publish Public Meeting notice in Sunday newspaper weekend prior to Public Meeting.
		Send Pre-Construction Meeting Notice to other City Departments.
DAY	77	Support staff will send contracts to City Secretary's Office and CAO for review and execution.
Fri, Sep 13, 2013		Public Meeting signs should be in place.

DAY	88	Pre-construction Meeting (schedule in afternoon - reserve conference room – 2 hrs.). Inspection supervisor presides.
Tue, Sep 24, 2013		Contracts due back from City Secretary. If you do not receive contracts back by this date, notify your supervisor. Issue Notice to Proceed. Send NTP letter to Contractor with 2 contracts (one for them and one for surety).

DAY	94	Verify NOI has been submitted to TCEQ by contractor (required 7 day notice) and traffic control plan approved
Mon, Sep 30, 2013		Public Meeting needs to be held this week

DAY	101	Begin charging time for construction. You must have executed contracts, NOI submitted to TCEQ, and accepted TCP prior to starting construction activities.
Mon, Oct 07, 2013		

Updated:
3/9/2012

